

This record is a partial extract of the original cable. The full text of the original cable is not available.

UNCLAS SECTION 01 OF 02 GEORGETOWN 000052

SIPDIS

FSI - Economics Division Lisa Fox, Ed Sagurton, Andrea Clipper

E.O.12958:N/A

TAGS: [ECON](#) [AFSI](#) [AFSN](#)

SUBJECT: NOMINATION FOR SPRING 2006 FSN ECONOMIC TRAINING:
JILLIAN DUNCAN

REF. STATE 01355

1. Post nominates Economic/Commercial Assistant Jillian R. Duncan for the Spring 2006 PE220 FSN Economic Training from May 1-12, 2006. Information requested in Reftel follows:

A. Name and grade of FSN

Jillian R. Duncan
FSN-8/1

B. Date of birth

January 22, 1977

C. Nationality

Guyanese

D. Passport Number

0867424

E. Agency

Department of State

F. Position title

Economic & Commercial Assistant

G. American supervisor's name and email address

Edward P. Luchessi LuchessiEP@state.gov

H. FSN's education, job experience and current responsibilities

Education:

1993-1997 University of Guyana
Bachelor of Social Science Economics.

Job experience:

Guyana Office for Investment
2000 - 2004 Investment Officer
Established in 1994, the Guyana Office for Investment is a semi-autonomous Government agency responsible for providing efficient and effective investor and exporter services. Responsibilities included:
Assisting investors by guiding them through investment procedures, incentives offered and facilitating contact with Government Officials and Private Sector Organizations/Officials particularly in the Information and Communication Technology Sectors.
Maintaining a list of business opportunities in Guyana and preparing specific business opportunity profiles for distribution to investors. Completed business opportunity profiles include Aquaculture, Sand Based Industries, and a market study of the UK Market for Cooked Frozen Shrimp. Updating Informational Materials and disseminating same to Investment intermediaries, Private Sector Organizations, local and international Chambers of Commerce, Investment & Export Promotion Agencies, Embassies and Consulates.

Demerara Oxygen Company Ltd. (DOCOL)

1998 - 2000 ISO Management Representative

Responsibilities included:

Coordinating and preparing DOCOL for a Registration Audit and two Surveillance Audits for Certification by the Trinidad and Tobago Bureau of Standards (TTBS) for the adaptation of the ISO 9002 Quality Management System. Managing the document and data control systems for DOCOL. Liaising with external parties, particularly with the certification body, TTBS, on matters related to the Quality Management System.
Wrote and implemented the procedures for customer complaints, control of quality records, the control of non-conforming product, corrective and preventive action and Training.
Managing the system of internal quality audits.
Conducting internal quality audits.
Coordinating the Triennial Customer Survey
Conducting market research in the 100lb LPG cylinder market

Current Responsibilities

Participates in the analysis and reporting of economic and commercial issues in Guyana. Develops and maintains a high level of contacts with US and Guyanese businesses and

government officials to enhance the performance of the office. Uses contacts to ensure that each new FSO is able to interact with key leaders to achieve office goals. Serves as primary advisor to the Economic and Commercial FSO on all economic and commercial issues. Helps to formulate office goals and develop implementation plans. Handles all protocol issues for the office. Also plans and executes all office events, including: the Embassy booth at GUYEXPO, the bi-annual catalog show, all seminars, meetings and conferences. Contributes to Embassy analysis of economic and commercial trends. Researches, compiles and drafts all economic and commercial reports and correspondence, including diplomatic notes, talking points, marketing reports, the Country Commercial Guide, the post Government of Guyana directory, post's quarterly newsletter, the World Trade Data reports, Agent distribution reports and the Foreign Trade index.

Assists US importers in navigating through the labyrinth of Guyanese Customs regulations and practices. Works with Guyanese firms to identify and coordinate with US suppliers. Reports to US firms on Guyanese government policies affecting US goods or imports. Undertakes market surveys to provide information on market size, principle competition and availability of agents and distributors for US exporters. Monitors and reports on Guyanese tender offers to the Department of Commerce so that US businesses can bid competitively. Responsible for creating, conducting and analyzing Guyanese market surveys for the benefit of US businesses.

Disseminates US economic and commercial news, information and publications to local businesses and leaders in order to enhance US business opportunities and to facilitate the growth of free enterprise in Guyana. Manages all economic and commercial inquiries from US and Guyanese businesses and leaders. Organizes and updates the Commercial library and assists library users in research. Responsible for finding funding to update the library and budgeting available funds. Also liaises with Department of Commerce to acquire reference materials. In addition, reviews all acquisitions and selects new materials for acquisition. Drafts and signs responses to trade inquiries.

I. Description of how course would enhance nominee's productivity at post

The Economic and Commercial Assistant has not received formal Economic training since taking the position two years ago. Based on previous job experiences, our nominee has worked to provide the Political and Economic Section and the wider Embassy with up to date Economic data and reports. The Course will greatly enhance the section's ability to provide the Department with key economic reporting that would be useful to advance its agenda in developing countries such as Guyana.

J. Suggestions for course content

Based on previous economic training, the nominee will find the following useful. (Written in order of usefulness)

1. What Washington Wants
2. Post Reporting
3. Economic Data Analysis Skills
4. Analysis of Monetary and Fiscal Policy
5. Consultations with policy officials and end-users of post's reports
6. Drafting Skills
7. Briefing Skills
8. Interviewing Skills
9. Banking and Financial Market Reforms
10. Trade and Exchange Rate Regime Reforms
11. Debates on World Bank and IMF Policy Reform Approaches
12. Web and other resources for finding key US economic data

K. Comments on previous modules

N/A

BULLEN